

VITAL MATERIALS REPORT FOR WEEK ENDING - 3 September 1954

9/8/54

1. TYPES OF MATERIAL	DEPOSITS	WITHDRAWALS	BALANCE
A. (Measured in cubic feet)			
Documents	1.9	.7	176.9
Maps	0	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	1.9	.7	353.8
B. (Measured by actual count)			
Cards (IBM)	66,846	39,001	4,021,730
Film (Reels) 35mm	4	0	5,560
Film (Reels) 16mm	29	0	2,130

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

OFFICE	CABINETS
Commo.	1
OCB	1
OCI	1
ORR	1
** OSI	2
* DD/P	31
	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb. '52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	11
E. Offices Delinquent in Depositing	2

Director's Office - No deposit since 18 June 1954
DD/I - No deposit since establishment of schedule on 11 May 1954

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.